

# Springfield Local Schools



## Substitute Secretary

**Posting Date: November 13, 2025**

**Posting Deadline: No deadline**

**District: Springfield Local Schools (Mahoning County)**

**Qualifications/requirements:**

- **High school diploma**
- **Excellent communication skills**
- **Exhibits a willingness to accept suggestions and demonstrates attention to detail.**

**Ideal candidate will meet the following:**

- **Serves as office receptionist**
- **Greets all visitors to the office courteously, determines their needs and directs or escorts them to the proper person**
- **Support principal and guidance counselor as needed**
- **Answers incoming and outgoing phone calls**

**Salary: \$13/hour**

**Starting Date: As needed**

**Interested applicants should email or send a letter of interest, resume and credentials to:**

**Rachael Smith, Superintendent Springfield Local School District**

**P.O Box 549**

**New Middletown, Ohio 44442**

**[rasmith@springfieldlocal.us](mailto:rasmith@springfieldlocal.us)**